

HPCL Selection Guidelines on appointment of POL Aggregator for marketing of Furnace Oil (FO), Light Diesel Oil (LDO), Industrial SKO (ISKO) and Mineral Turpentine Oil (MTO) for MSME Segment.

1. INTRODUCTION

- a. Hindustan Petroleum Corporation Limited (HPCL) is an integrated Oil Refining & Marketing Company in the country with Maharatna status. It already has a well-established network of dealers and distributors across the country for selling of all petroleum products in retail market. HPCL also has a vast distribution network including terminals and depots.
- b. HPCL sells petroleum products directly to numerous large Customers across the country and has a significant presence in direct consumer sales business in India.
- c. HPCL now proposes to expand its presence amongst micro, small and medium scale industries and for this purpose, it proposes to appoint Aggregators at various high potential locations across the country.
- d. The Aggregator so selected will be marketing POL products only to Micro, Small and Medium enterprises customers (MSME Segment). The POL products include FO, LDO, ISKO and MTO.
- e. Locations for setting up Aggregator are identified by HPCL from time to time based on commercial considerations.
- f. The setting up of Aggregator at the identified locations is a business proposition that has the risk inherent to any business and does not guarantee any assured returns or profits.

2. APPOINTMENT OF POL AGGREGATORSHIPS

HPCL wishes to appoint Aggregators in various geographies across the country for Free Trade products, which include Furnace Oil (FO), Light Diesel Oil (LDO), Industrial SKO (ISKO) and Mineral Turpentine Oil (MTO).

For this purpose, HPCL is looking for Aggregators who should possess inter alia the following skills and attributes:-

- Good entrepreneurial skills and Business acumen
- Requisite educational qualification
- Sound financial capability to invest as per business requirements
- Capability to provide necessary infrastructure as per business needs

- Experience in sales and marketing to industries
- Capability to generate clear business roadmap
- Good manpower management skills
- Good communication skills and managerial abilities

3. ADVERTISEMENT

- i. The applications for appointment of Aggregators are invited by the respective Direct Sales (DS) Regional Offices through a press advertisement in newspapers. The press advertisement is for intimation purpose only and full details of the same are available on the HPCL website <https://www.hindustanpetroleum.com/direct-sales-industrial-customers>. The applicants are advised to carefully note the URL address and there are reports of fake websites duping people interested for Oil Company Dealerships. HPCL is not responsible for any applicant logging on to deceptively similar fake websites and losing money in the process by falling prey to such fake websites.
- ii. Advertisements will be inserted in two local newspapers i.e. one **English** daily, and one **Regional Vernacular** language daily having significant presence in the State.
- iii. All revisions, clarifications, corrigenda, addenda, time extensions, etc. to the above advertisement will be hosted on the HPCL website <https://www.hindustanpetroleum.com/direct-sales-industrial-customers>. Applicants should regularly visit the website to keep themselves updated.
- iv. For POL Aggregator standard application form can be downloaded from the HPCL website <https://www.hindustanpetroleum.com/direct-sales-industrial-customers> and apply as per the downloaded format. Standard application form for POL Aggregator can also be obtained from the HPCL DS Regional Office mentioned in the advertisement.
- v. The candidate can submit the form at the HPCL DS Regional Office by hand or through Registered Post at the address mentioned in the advertisement.
- vi. Each application is to be accompanied with application processing fee of INR 1180/- (Indian Rupees one thousand one hundred eighty only) else the application shall not be considered and liable to be rejected. The application-processing fee is non-refundable. The application-processing fee needs to be paid by Demand Draft in favor of M/s. Hindustan Petroleum Corporation Limited. The application-processing fee paid through any other mode will not be considered.

- vii. The application should be accompanied with all supporting documents as mentioned in the application form, else the application is liable to be rejected.
- viii. Each page of the application form and all the supporting documents excluding documents like Notarized Affidavit attached to the application form should be signed by the applicant.
- ix. The locations advertised are identified by HPCL based on commercial considerations. It is made clear to the applicant that appointment of Aggregators for the identified locations is a business proposition that has the risk inherent to any business and does not guarantee any assured returns or profits.

WHO CAN APPLY?

Applicant	Requirement
<i>(i) Individuals and Partners:</i>	As per Eligibility criterion. For partnership / proposed partnership firms, all the partners individually should meet the above criteria excepting requirement of tank trucks and financial capability where all the partners put together should meet the tank trucks and financial capability criteria.
<p><i>(ii) Individual or any family member having business association (as Individual or Partner or Firm) with any Pvt. / PSU Oil Marketing Company (OMC) like Retail Outlet Dealer (MS / HSD), LPG Distributor, SKO-LDO Reseller, Aggregator, involved in marketing of any petroleum product viz. FO / LDO / SKO / MTO / Hexane / Lubes / Petrochemicals / Sulphur / Petcoke etc. or holding a LOI from any Pvt. / PSU OMC for marketing of any product as stated above.</i></p> <p>Note: ‘Family Unit’ of an applicant, shall consist of self, spouse, son(s), daughter(s), spouse(s) of son(s) & daughter(s), and parents.</p>	<p>Such applicants or their family members (as per ‘Family Unit’), having business relationship with any OMC (other than HPCL), would have to resign from the business of the OMC or surrender the LOI of any OMC (other than HPCL) as the case may be, in case they are selected and opt for HPCL Aggregator ship.</p> <p>Such applicants, having business relationship with or holding LOI of any OMC (other than HPCL), have to submit:</p> <ol style="list-style-type: none"> 1. Notarized Affidavit as per Annexure ‘G’ by each member of the ‘Family Unit’ 2. NOC as per Annexure ‘F’ from the OMC. (Optional & not mandatory)

	<p>In case such applicants are unable to produce NOC, they will have to produce acknowledged copy of resignation letter or acknowledged copy of letter for surrendering the LOI, as the case may be, from the concerned OMC within 15 days of selection. They will also have to submit an affidavit stating that in case it is found at a later date that the applicant continues to be a dealer/distributor/ reseller/Aggregator of other OMC, HPCL may take suitable action as deemed fit including termination of the Aggregatorship. However, it may be noted that the LOI will be issued only after acknowledged copy of resignation letter or acknowledged copy of letter for surrendering the LOI, as the case may be, from the concerned OMC is submitted by applicant alongwith Affidavit that incase it is found at a later date that the applicant continues to be a dealer / distributor/ reseller/aggregator of any OMC, HPCL may take suitable action as deemed fit including termination of POL Aggregatorship .</p>
<p>(iii) Registered Co-operative Society applicants: If covered under (ii) as above, the Society needs to provide:</p> <ol style="list-style-type: none"> 1. Notarized Affidavit as per Annexure 'G' 2. NOC as per Annexure 'F' 	<p>Society must be registered under relevant Co-operative Societies Act and submit copy of valid Registration Certificate.</p>
<p>(iv) Limited Company applicants: If covered under (ii) as above, the Limited Company needs to provide:</p> <ol style="list-style-type: none"> 1. Notarized Affidavit as per Annexure 'G' 2. NOC as per Annexure 'F' 	<p>The Company must be registered in India under Companies Act and submit copy of Registration Certificate. In addition copies of Memorandum and Articles of Association of the Company should also be submitted.</p>

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Note: All applicants need to submit a Notarized Affidavit as per Annexure 'G(a)' unless an applicant is submitting Annexure 'G'.

MINIMUM ELIGIBILITY CRITERIA

The application submitted needs to meet the minimum eligibility criteria described below for becoming eligible for further scrutiny and evaluation. The minimum eligibility criteria is as follows:

- a) **Nationality:** All Partners / Directors of Companies / Managing Committee Members of any other entity and all Proprietor / Individual applicants should be Indian National.
- b) **Age:** As on the date of advertisement (in completed years), not less than 21 years and not more than 60 years. Applicable to Individuals / Proprietors / All Partners.
- c) **Educational Qualification:** Minimum Matriculation Pass (10th Standard / SSC or recognized equivalent from a recognized Board) (**Documentary proof:** Attested copy of Mark Sheet from any recognized Board).
- d) **Income Tax Assessee:** Applicant should be Income Tax Assessee for the last three preceding years on the date of application. **Income tax returns** of the applicant of past last three preceding financial years from the date of application to be submitted along with application form.

Registered Co-operative Society Applicants:

In case of applicants belonging to Registered Co-operative Society, the following additional eligibility criteria are applicable (in addition to common eligibility criteria for all types of applicant except age and educational qualification):

- The Society must be registered under relevant Co-operative Societies Act and submit copy of valid registration certificate.
- Only Co-operative Societies making a net profit (profit after tax) of minimum Rs.25 Lakhs per year for the Previous three consecutive financial years are eligible to apply. Copies of audited Balance Sheet and Profit & Loss statements for last three years are to be enclosed.

- The Co-operative Society must pass appropriate resolution in its managing committee (copy to be attached) authorizing the person (not less than Chairman of the Society) for filling the application form and appearing for interview on behalf of the Society.

In case of Co-operative Society, the age and educational qualification criteria will not be applicable.

Limited Company Applicants:

In case of applicants being Limited Company, the following additional eligibility criteria are applicable (in addition to common eligibility criteria for all types of applicant except age and educational qualification):

- The Company must be registered in India under relevant Companies Act and submit copy of valid registration certificate. In addition, copies of memorandum and articles of association of the Company should also be submitted. The memorandum should include clauses which enable the Company to carry out the business of Aggregator as per advertisement.
- Only Companies making net profit (profit after tax) of minimum Rs.25 Lakhs per year for the previous three consecutive financial years are eligible to apply. Copies of audited Balance Sheet and Profit & Loss statements for last three years are to be enclosed.
- The Company must pass appropriate resolution authorizing the person(s) (not less than at least one Director Level) filling the application form and appearing for interview to do so on behalf of the Company. Copy of the resolution must be submitted along with the application form.

In case of Limited Company, the age and educational qualification criteria will not be applicable.

INELIGIBILITY:

- Applicants convicted or against whom charges have been framed by a Court of Law for any criminal offence involving moral turpitude / economic offence (other than freedom struggle) would not be eligible for Aggregator. If at a later date it was found that a candidate had provided false information / indulged in suppression of facts, allotment of such Aggregator would be cancelled / Aggregator would be terminated even after appointment of Aggregator. (Proof of Non-conviction: As per Affidavit given along with Application as **Annexure 'A'**).
- Mentally unsound and or totally paralyzed persons are not eligible to apply. (Undertaking to be submitted along with the application and original certificate issued by a Registered Medical Practitioner to be produced at the time of Field Verification of Credentials).

- Applicants who are employed will have to resign from the service and produce proof of acceptance of resignation before issuance of Letter of Appointment for the Aggregator ship.
- Applicants terminated from Aggregator ship / Dealership / Distributorship / Associateship of FO / LDO / ISKO / MTO / HEXANE / PETROL / DIESEL / LPG or any other Petroleum Product like Petrochemical, Refinery By-product – Sulphur, Petcoke, etc. or was found to be indulged in any financial irregularity or found not complying with policy & procedure of any oil company would not be eligible for Aggregator ship and if such a person is allotted the Aggregator ship by suppression of facts / information, the LOI will be cancelled or the Aggregator ship is liable for termination even after appointment of Aggregator ship.

GUIDELINES FOR FILLING AND SUBMISSION OF APPLICATION:

- i. The applicant can submit the form at the DS Regional Office by hand or through Registered Post at the address mentioned in the advertisement. The application should be submitted on or before the due date & time as published in the advertisement.
- ii. Applicant having any query or clarification related to the advertisement is advised to contact HPCL official on the phone numbers listed in the advertisement. Queries raised through letters / e-mails / complaints in website will not be entertained.
- iii. Applications without accompanying a valid payment towards application processing fee will be out-rightly rejected and no correspondence in the matter whatsoever will entertained.
- iv. Each location advertised represents combination of the product and geographical area. The details of the locations are given in the detailed advertisement posted on the website.
- v. While an Individual / Firm/ Company / any other entity can apply for one or more locations, the same should be done in separate application forms complete with all documents in respect of each location along with application processing fee in each case.
- vi. In case of candidate applying for multiple locations, each application should be complete in all respects (documents to be attached with each application) and documents attached with one application cannot be considered for other application(s) of same candidate.
- vii. In case multiple applications are submitted by the same applicant or his / her Family member for the same location, the Company is at liberty to reject all or choose any one of the applications as deemed fit.

- viii. The applicant(s) should affix his / her / their latest photograph(s) in the space provided for in the application form. This is applicable for Individuals / Proprietors / All Partners. In case of Directors (of a Company) or Chairman of Society or Managing Committee Members (of any other entity), please attach photographs for only those Directors / Chairman / Managing Committee Members who are declared in the application as actively involved in the management of the Aggregator ship applied for.
- ix. Application should be signed by Individuals / Proprietors / All Partners. In case of a Company / any other entity, application should be signed by such Director(s) / Chairman / Managing Committee Member(s) who are declared in the application as actively involved in the management of the Aggregator ship applied for and supported with board resolution / duly notarized POA of the respective Company / Managing Committee (of a Company / any other entity) which should be enclosed with the application and only then the application will be considered complete.
- x. Copies of all the relevant certificates / documents attached with the application form should be self-attested and the original thereof to be produced at the time of interview.
- xi. The advertisement would specify the due date & time on or before which the applications are to be submitted.
- xii. The cut-off date would be minimum 30 days from the date of publication of the advertisement in the newspapers, i.e. it would be ensured that the applicants get a minimum of 30 days clear time for submission of completed application.
- xiii. It would be ensured that the last / due date specified in the advertisement is a working day for HPCL. The same principle applies for release of corrigendum if any. In case, the last / due date happens to be a holiday or off day for the DS Regional Office due to any unforeseen reason, the due date will automatically get extended to the next working day.
- xiv. In case of variation in matter written in application and supporting documents, matter written in supporting document would only be considered.
- xv. Applications received after last / due date of submission of application for any reason including postal delays will not be considered and will be rejected. HPCL in such cases will not entertain any correspondence, whatsoever.
- xvi. If any statement made in the application form or in the documents enclosed therewith by the candidate at any stage is found to be incorrect or false and / or the applicant conceals any information which if declared would have made him / her ineligible for Aggregator ship, the application is liable to be rejected and in case the applicant has been appointed as an Aggregator, the Aggregator ship is liable to be terminated even if the same is found at a later

date. In such cases the candidate / Aggregator shall have no claim, whatsoever, against HPCL.

xvii. No addition / deletion / alteration will be permitted in the application form once the application is submitted to HPCL. However no applicant would be made ineligible on the rectifiable grounds which are described as under:

- a) The opportunity will be provided with an objective to provide rectification or additional documents in support of eligibility parameters. However, documents in support of the basic eligibility criteria of Land, Finance, Educational Qualification, Age and Residence Certificate & Income Tax Returns will be accepted only if they are valid as on the date of the initial affidavit submitted along with the application. The decision of HPCL as to which documents can be taken and accepted will be final in this regard.
- b) No alteration / addition / deletion in the application form will be permitted except for affixing of photograph and putting signature on the application form.
- c) However, documents in support of the Land & Infrastructure, Finance, Experience, etc. will be accepted only if they were valid as on the date of the affidavit submitted along with the application form. These additional documents will be accepted only if they were existing and valid as on the date of initial affidavit and pertain to information provided in the application form. The decision of HPCL as to which documents can be taken and accepted will be final in this regard.
- d) Business Plan / Project Reports, Affidavits & Undertakings as additional documents will not be accepted after the submission of application.
- e) HPCL in its sole discretion may ask for clarification / rectification in case of any discrepancy in the documents submitted by the applicant. The applicant has to reply within 15 days from the date of receipt of the letter seeking clarification. Nevertheless, the decision of HPCL in the matter will be final in all aspects.

CAPABILITY TO PROVIDE INFRASTRUCTURE (maximum Marks – 25):

- a) The candidate being appointed as Aggregator is expected to set up or arrange for suitable infrastructure facility for storage and resale of the products handled at the time of starting his Aggregatorship in order to effectively operate the same to the satisfaction of HPCL. The infrastructure facility required includes primarily office space / block and product storage and handling facility. The product storage and handling facility includes storage capacity (bulk storage tank with associated facilities for loading and unloading and / or ground space or godown for storing barrels) for each product with appropriate licenses / approvals as per PESO rules.

b) It may be noted that every Aggregator is expected to arrange for the following infrastructure (owned / leased) anywhere in the geographical area of the location.

- **Office space / block & Manpower:** 150 sq. ft. office space with 2-3 salesmen and 1-2 office staff.
- **Land requirement:** either owned or leased of minimum area of 400 sq. mt. for storage of products. Leased / owned land documents shall be valid for minimum 5 years from the date of publication of advertisement in the newspapers. Storage capacity shall be minimum 16 KL for each product.
- **POL bulk tank trucks:** Minimum of 1 (one) Tank Truck either owned or leased by the applicant in his name or in the name of his family member (Family definition as defined in these guidelines). Documents RC Book and Insurance duly attested should be enclosed. Details of TT should be filled as per **Annexure 'B'**.

In case TT is owned: For individuals, the trucks should be in the name of the individual. For partnership firms, the trucks should be in the name of the partnership firm or in the name of any of the partners. The minimum capacity of the tank truck should be 16 KL. The trucks offered should not be blacklisted by any of the oil companies. The vehicles should meet the local state / RTO rules and regulations. In case of the limited company / registered society, the ownership shall be in the name of the company or society.

If the TT is leased: Agreement copy to be provided between the individual and 3rd party; for partnership firm, agreement to be provided between the partnership firm and 3rd party or between any partner and 3rd party. In case of limited company / registered society, agreement shall be between the company / society and 3rd party.

In case of Limited Company the Agreement shall be signed by the Power of Attorney holder.

Note:

- 1. Applicants who do not have Tank Truck (owned / leased) can also apply with an affidavit / undertaking that Tank Trucks will be arranged within 90 Days of the receipt of the LOI, failing which the LOI will be withdrawn.**
- 2. For Limited Company / Registered Co-operative Society the tank truck should be in the name of that firm (Limited Company) / Co-operative Society.**

- In case the storage tanks are not ready, the maximum period allowable to any LOI holder for arranging the Product Storage and Handling facility for each product will be a maximum of 90 days from the date of issuance of LOI. **Extension of 45 Days shall be granted to the applicant by the Head – Region in case the progress is satisfactory and there are justifiable reasons for delay with respect to installation of tanks / obtaining explosive License / ownership or lease of Tank Truck. Basis merit of the case the time period to fulfill the LOI terms can be extended with the approval of CGM-I&C by another 30 days.**

Marking Scheme for Infrastructure – 25 Marks:

Infra Requirements	Marks
Office Space – office space either owned or leased of minimum of 150 sq. ft. (plinth area)	No Marks as it is a mandatory requirement. Applicants need to arrange office space either hired / owned of 150 sq. ft. area within 90 days post receipt of the LOI. Same will be verified through field verification by the scrutiny committee. In case, Applicant is not able to arrange the office space, LOI will be withdrawn / cancelled.
2-3 Salesmen and 1-2 office staff	No Marks as it is a mandatory requirement.
<p>Land / Storage Tanks (20 Marks Maximum)</p> <p>1. Owned land documents with minimum 400 sq. mt. area</p> <p>Marks – 20</p>	<p>Ownership document such as registered deed / Property card / 7/12 extract / copy of license approval from PESO, etc. to be produced. Ownership of land should be valid on the date of submission of application to HPCL. (Marks – 20)</p> <p>Submitted documents will be physically verified by the scrutiny committee within 90 days of issuance of LOI. During physical verification if the documents / land not found in line with the requirement, the LOI will be withdrawn / cancelled.</p>

<p>II. Leased land with 400 sq. mt. area</p> <p>Lease agreement shall be valid for 5 years from the date of advertisement.</p> <p>Marks – 16</p>	<p><i>If leased, the applicant should have valid lease term of at least five years from the date of publication of advertisement in the newspapers: attach certified copy of registered Lease Deed, which should be in the name of applicant / registered company / Co-operative Society or Partnership firm. The applicant can enter into a lease after the date of advertisement. However the lease should be valid for minimum 5 years from the date of advertisement. (Marks – 16)</i></p>
<p>1. Required Class License (PESO) for each product to be submitted within 90 days from the date of LOI. Extension of 45 Days shall be granted to the applicant by the Head – Region in case of installation of tanks / obtaining explosive License / ownership or lease of Tank Truck. Basis merit of the case, the time period to fulfill the LOI terms can be extended with the approval of CGM-I&C by another 30 days.</p>	<p>No Marks as it is a Mandatory requirement.</p>
<p>2. Insurance of the tank / product / premises: Insurance for the tank, terminal along with the product including third party liability shall be taken by the Aggregator before commissioning of the Aggregatorship – No Marks as it is a Mandatory requirement.</p>	
<p>Tank Truck – 01 – 16 KL, if owned or Chassis booked before the date of application submission.</p>	<p>- 05 Marks – copy of RC Book / Insurance or copy of Booking Slip from the authorized dealers.</p>
<p>Leased – 01 – 16 KL Tank Truck</p>	<p>- 02 Marks (leased contract copy with third party) – copy of</p>

	RC Book and Insurance.
Applicant can apply with the affidavit / undertaking that Tank Truck (either owned or leased) will be arranged within 90 days from the date LOI.	- Nil Marks.

Note: submission of Land documents either owned or leased is a mandatory requirement of the Aggregator application, applicants without Land documents will be rejected.

EXPERIENCE IN BUSINESS / JOB EXPERIENCE (maximum Marks – 5):

- Experience (of minimum 2 Years) in sales of Petroleum Products directly to small and medium scale industrial units – 5 Marks
- Experience (of minimum 2 Years) in sales of any goods other than Petroleum Products directly to small & medium scale Industrial units – 3 Marks

Applicants have to enclose self-certified copies of experience in case of business experience and in case of Job Experience self-attested experience certificate to be produced. **Please note that only transportation of petroleum products will not be considered as an experience in business.**

For partnership firm, marks obtained by individual partners shall be added and averaged, which will be allotted to the partnership firm for evaluation.

Applications without experience certificates are eligible for further processing but will be given Nil Marks towards Experience.

FINANCIAL CAPABILITY (maximum Marks – 40):

The candidate being appointed as Aggregator is expected to make an initial financial investment at the time of starting the Aggregatorship to effectively operate the same to the satisfaction of HPCL.

Applicants should provide proof of having **minimum** Rs.50 Lakhs towards financial capability as per the details mentioned below. Out of this Rs.50 Lakhs, Rs.5 Lakhs should be as liquid funds. For individuals, all the financial documents should be in the name of applicant. For partnership firms, the financial documents should be in the name of the partnership firm or in the name of any of the partners.

Minimum Funds required is Rs.50 Lakhs. Out of this minimum Rs.5 Lakhs must be as Liquid Funds. In addition, it should be noted that Liquid Funds will have higher weightage in the evaluation of applicants. For details,

please refer marking illustration section. Applications will be rejected, in case the liquid fund is less than Rs.5 Lakhs or total funds are less than Rs.50 Lakhs.

1. For Individual / Partners:

<p>a. Liquid Funds: Three months average of the highest monthly balance in the applicant's Saving Bank / Current Account as on the date of advertisement made by the applicant. The month in which the advertisement is made will be treated as current month. Month means calendar month, and "Three Months" means past three months excluding current month. In case no entry is found for a particular month, previous month closing balance will be treated as the highest balance for the instant month. Day-end balance only will be considered for calculation of highest balance.</p> <p>Saving / Current account in joint name, the same has to be treated as Liquid Funds subject to the following: "All the deposits should be in the name of applicant and / or in the name of his / her spouse / unmarried son / unmarried daughter for married applicants. In case of unmarried applicants, the deposit (Joint Account) should be in the name of the applicant and in the name of his / her father and / or mother."</p> <p>Other than Liquid Funds: b.i. Bank offer letter: An offer letter from scheduled bank indicating the amount of support likely to be extended in case applicant is awarded with HPCL</p>	<p>Documents Required:</p> <p>(i) Saving / Current Account Bank Balance – Bank Passbook / Bank Statement.</p> <p>(ii) FD / RD – Statement / Passbook.</p> <p>(iii) NSC / Govt. Securities / Matured PF. Photocopies of the relevant documents.</p> <p>Note: (1) Date of all deposits should be prior to the date of Advertisement. All the deposits should be in the name of applicant or applicant and family in case of joint accounts as stated in the left column under (a) Liquid Funds in these guidelines and valid / available as on the date of interview. Insurance policies should not be considered for evaluation. (2) Cash / Jewelry shall not be considered as liquid fund or assets. Instruments where ownership cannot be established, shall not be considered as liquid fund or assets.</p> <p>Marks: 25 (maximum) detailed working given under Marks Evaluation.</p> <p>Marks for other than Liquid Funds: 15 (maximum)</p>
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<p>Aggregator (as per Annexure 'E2'). The date of Bank Letter should not be prior to the date of advertisement and should also indicate the relationship (type and period) bank is holding with the applicant. The offer letter should be duly signed by an appropriate authority of the concerned bank on the bank letterhead. Declaration to be given by chartered accountant.</p>	<p>Documents required: Letter from Scheduled Bank only – strictly as per Annexure 'E2' format with loan amount. In case amount is not mentioned in the Bank letter, it will not be accepted. Letter from other financial institution (Co-operative Banks, etc.) are not acceptable.</p>
<p>b.ii. Unencumbered Fixed Assets: Any property in the form of land or along with superstructure on which bank loan can be raised. A Chartered Accountant / Bank Certificate indicating that the same is unencumbered and amount of loan that can be raised on the property by pledging should be submitted. “All the Assets should be in the name of applicant and / or in the name of his / her spouse / unmarried son / unmarried daughter for married applicants. In case of unmarried applicants, the Assets should be in the name of the applicants and / or in the name of his father and / or mother.” Declaration to be given by Chartered Accountant.</p>	<p>Documents required: Valuation report duly certified by Govt. Approved Valuer in support of fixed assets is necessary. All valuation certificates submitted should have been issued on or after the date of advertisement. Declaration is to be given by Chartered Accountant. Date of CA Certificate should not be prior to the date of advertisement.</p>
<p>b.iii. Shares, Mutual Funds: The Shares and Mutual funds should be in the name of applicant and / or in the name of his / her spouse / unmarried son / unmarried daughter for married applicants and / or in the name of his / her father / mother in case of unmarried applicants, and certificate from a CA indicating the market value of the instruments on any date not prior to the date of advertisement. The certificate should also provide the list of such Shares /</p>	<p>Documents required: Bank Statement / Certificate from CA for Shares / Mutual Funds.</p>

<p>Mutual funds. Applicant / family members as stated above should indicate his / her / their intention of liquidating the same for raising working capital through a letter.</p>	
<p>b.iv. Affidavit from family members intending to extend Financial Assistance: In case of savings bank account / current account / Fixed Deposit / Recurring Deposit / NSC / any other liquid deposit / fixed assets / shares and mutual funds are in joint name along with family members or in the name of family members as defined earlier, then the same may also be considered subject to the following:</p> <p>An affidavit dated not prior to the date of advertisement has to be obtained from the above specified family member having funds in his / her name and intending to extend financial assistance to the applicant indicating the amount of support likely to be extended (refer Annexure 'E1'). The affidavit should be unconditional. The family member should provide necessary documentary proof in support of their financial capability, in line with Clauses of Liquid and other than Liquid Funds.</p>	<p>Documents required: Affidavit as per format under Annexure 'E1'.</p>

2. For Limited Company / Co-operative Society:

In case applicants being Limited Company / Co-operative Society, only Company / Society making net profit (profit after tax) of minimum Rs.25 Lakhs per year for the previous three consecutive financial years are eligible to apply. Copies of audited Balance Sheet and Profit & Loss Statement for last three years are to be enclosed.

FINANCIAL CAPABILITY (Marks Evaluation):

	Type of Funds	Marking Criteria
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LIQUID FUNDS	Liquid Funds (Savings / Current Account / FD / NSC / Govt. Securities)	25 (maximum)	If \geq Rs.30 Lakhs, Marks = 25
			If \geq Rs.20 Lakhs but $<$ Rs.30 Lakhs, Marks = 15
			If \geq Rs.5 Lakhs but $<$ Rs.20 Lakhs, Marks = 10
OTHER THAN LIQUID FUNDS	Unencumbered Fixed Assets for raising Loans		For Balance 15 Marks, please refer section below
	Loans from Family members with commitment letter and details		
	Commitment Letter from Bank / Financial Institution with Loan amount		
	Any other funds viz. shares / mutual funds with documentary evidence		
TOTAL FUNDS (LIQUID + OTHER THAN LIQUID)	Total Amount	15 (maximum)	Total Funds \geq Rs.65 Lakhs, Marks = 15
			Total Funds $>$ Rs.60 Lakhs but $<$ Rs.65 Lakhs, Marks = 13
			Total Funds \geq Rs.50 Lakhs but $<$ Rs.60 Lakhs, Marks = 10
	Grand Total Marks	40 (maximum)	

*** Minimum Fund Requirement = Rs.50 Lakhs. Total funds are sum of Liquid Funds and other than Liquid Funds.**

Note:

For partnership firms, Funds / Assets / ability to arrange Loan / Income as provided by partners individually shall be added together and treated as being available to the partnership firm as a whole for evaluation purpose.

Sample working for calculating marks for financial capability:

- Liquid funds will have higher weightage with 25 Marks.
- Balance 15 Marks is determined by calculating total funds (both liquid and non-liquid).

Illustration-1:

Liquid Funds = Rs.40 Lakhs, Non-Liquid Funds = Rs.35 Lakhs.
Hence, Total Funds = Rs.75 Lakhs

- Liquid Funds Marks = 25 (since it is > Rs.30 Lakhs)
- Balance Marks = 15 (since Total Funds shown is Rs.75 Lakhs which is > highest slab of \geq Rs.65 Lakhs)

Hence, Total Marks = 40

Illustration-2:

Liquid Funds = Rs.20 Lakhs, Non-Liquid Funds = Rs.42 Lakhs.
Hence, Total Funds = Rs.62 Lakhs

- Liquid Funds Marks = 15 (since it is \geq Rs.20 Lakhs)
- Balance Marks = 13 (since Total Funds shown is Rs.62 Lakhs which is in middle slab i.e. > Rs.60 Lakhs but < Rs.65 Lakhs)

Hence, Total Marks = 28

Illustration-3:

Liquid Funds = Rs.10 Lakhs, Non-Liquid Funds = Rs.40 Lakhs.
Hence, Total Funds = Rs.50 Lakhs

- Liquid Funds Marks = 10 (since it is \geq Rs.5 Lakhs)
- Balance Marks = 10 (since Total Funds shown is Rs.50 Lakhs which is in lowest slab i.e. \geq Rs.50 Lakhs but < Rs.60 Lakhs)

Hence, Total Marks = 20

NORMS FOR EVALUATING THE CANDIDATES:

The POL Aggregator will be selected on the basis of evaluation of all eligible applicants on the following parameters:

Sl. No.	Description	Basis	Individuals including Partnerships
a	Capability to Provide Finance	Documents	40 Marks
b	Capability to Provide Infrastructure & Tank Trucks	Documents	25 Marks
c	Experience in Business	Documents	5 Marks
d	Quality of Business Plan	Interview	15 Marks
e	Personality and Business Acumen of the Applicant	Interview	15 marks
Total Marks			100 marks

The evaluation on the parameters ‘a’ to ‘c’ above will be done by Scrutiny Committee on the basis of information & documents submitted along with the application. The evaluation on the parameters ‘d’ and ‘e’ will be done by Selection Committee based on the Interview.

Candidates who score 60% and more as mentioned above (Total Marks) only will qualify for making into the Merit Panel. Maximum of 3 candidates in order of merit (1st / 2nd / 3rd basis their Marks) will be ranked and will make it to the merit panel.

RECEIPT / SCRUTINY OF APPLICATIONS:

- i. On receipt of the applications, the same would be serially numbered and recorded in a Register.
- ii. The date of receipt of application would be stamped on the envelope containing the application.
- iii. In case of application forms received late i.e. after the due / last date and time, proof of late receipt would be retained.
- iv. The applications will be checked as per the ‘Check List for Scrutiny of Applications’ by members of Scrutiny Committee. Addition / deletion / alteration in applications (including supporting documents) once submitted will not be permitted except as mentioned under the conditions mentioned above.
- v. HPCL will prepare the following lists:
 - List of applicants whose applications were received late.
 - List of applicants who applied but were not found eligible.
 - List of applicants who applied and were found eligible.

- vi. Against the list of ineligible candidates, the reasons for their ineligibility would be clearly spelt out / recorded for each case & such candidate(s) to be informed accordingly through a registered letter with acknowledgement due.

A. CHECKLIST:

- i. The Scrutiny Committee would prepare the Checklist with regard to scrutiny of applications for Aggregatorship and the same is to be attached with each of the Application and kept in the respective location File in the DS RO.
- ii. The members of Scrutiny Committee will countersign the Checklist clearly mentioning whether the applicant is eligible or ineligible.

B. SCRUTINY OF DOCUMENTS BY SCRUTINY COMMITTEE & INTERVIEW BY SELECTION COMMITTEE:

The Selection Process will be done in two stages – First stage evaluation through **Scrutiny Committee** and Second stage evaluation through **Selection Committee**.

First stage is scrutiny of information and supporting documents which are attached along with the Application, by Scrutiny Committee. The scrutiny team in its first meeting will ensure serial numbers are there on each page of the submitted application form and in case of requirement / rectification of documents, the same will be advised to concerned applicant. The applicant will be given 15 days' time to submit the required documents for clarification / rectification and the 15 days' time limit will not be extended under any circumstance.

The Scrutiny Committee after taking into cognizance the rectified / additional documents will give Marks under the parameters as defined for the marking i.e. Finance / Land / Tank Truck / Experience as per Clause Norms for evaluating the candidates as per Sub-clause a, b and c.

This three member Scrutiny Committee will be appointed by CGM-I&C and should be headed by at least Officer in "D" grade or above along with 1 Finance Officer. In case in a Region there is no "D" grade Officer below the Rank and position of Head – Region then as a special case a "C" grade Officer can head the Scrutiny Committee.

The final scrutiny of all the Applications by Scrutiny Committee would be completed **within 30 days** from the cut-off date for receipt of Applications.

The Scrutiny Committee shall do the evaluation only on the basis of all the information & relevant documents attached along with each Application.

The Scrutiny Committee will then award Marks on the basis of information and documents submitted along with the Application and a list of the applicants shall be prepared in alphabetical order.

Mark List prepared by Scrutiny Committee will be kept in a sealed envelope and the same would be handed over to the concerned Regional Manager.

All eligible candidates will be called for the Interview.

The officers appointed as member(s) of Scrutiny Committee cannot be appointed as member(s) of Selection Committee i.e. none of the member(s) of Scrutiny Committee and Selection Committee would be common.

The eligible candidates will be interviewed by a three member Selection Committee, out of which 2 members should be in minimum "E" grade & 1 Finance / Commercial Officer not below the rank of "C" grade. **The Selection Committee comprising of 3 members shall be appointed by ED-DS.**

The formal Interview letters mentioning the date / time and the venue of the Interview would be sent by the DS RO through Registered Post with A/D giving clear 15 days between the date of interview and the date of dispatch of letter. The interview will be held at the DS Regional Office or any other suitable place as decided by the Regional Manager.

The applicants shall attend the interview at their own cost and no reimbursement of any kind will be made towards attending the interview.

- I. Before the interview, the concerned Sales Officer shall verify the original documents brought by the candidates at the time of Interview with the attested copies submitted along with the Application. If any discrepancy is observed (during documents verification), then the original documents only will be considered in respect of candidate meeting the eligibility norms as per the requirements. However the decision of HPCL will be final and in case of the major discrepancy between original documents and the documents submitted along with the application form, the subject candidate will be declared as ineligible. The same will be informed to the Selection Committee.
- II. The interview by Selection Committee will be conducted as per these Selection Guidelines for evaluating candidates as per parameters mentioned under **Norms of evaluating the candidates as per Sub-clause d and e.**
- III. After the interview process is completed for the subject location, the RM will hand over the sealed envelope of Scrutiny Committee Marks Sheet to the Selection Committee. The Selection Committee will then add marks of

each candidate as given by Scrutiny Committee to their Marks and then the final Marks Sheet – Merit Panel would be prepared. However, the name of the selected candidate i.e. 1st ranked candidate on the Merit Panel only will be displayed on the Notice Board on the same day.

- IV. In case, two or more applicants score same marks, then the applicant who has scored more marks based on documents, viz. Scrutiny Committee's marks shall be placed above the other person on the Merit Panel. In case two or more applicants score same marks based on the documents and in Interview, then the applicant who has scored more marks in '**Ability to Provide Finance**' shall be placed above the other applicant on the Merit Panel. In case there is still a tie, the younger candidate would be placed above the other applicant on the Merit Panel.

QUALITY OF BUSINESS PLAN (maximum Marks - 15):

The applicants have to submit detailed project report with respect to his / her plan for sales of specified petroleum products. Marks will be awarded basis the content of the report and Interview.

For partnership firm, Marks obtained by individual partners shall be added and averaged, which will be allotted to the firm for evaluation.

PERSONALITY AND BUSINESS ACUMEN OF THE APPLICANT (maximum Marks - 15):

Assessment would be made based on leading questions, communication skills, self – confidence, enthusiasm and attitude.

For partnership firm, Marks obtained by individual partners shall be added and averaged, which will be allotted to the firm for evaluation.

The Selection Committee shall prepare the Merit List of all the candidates in the order of marks obtained. The name of the selected candidate i.e. 1st ranked candidate on the Merit List shall be displayed on the Notice Board of the Interviewing Office on the same day.

Candidates not present for Interview would be marked as absent and no Marks will be put against their names in the final Mark List. Similarly, the candidates disqualified during document verification before the interview, would be marked as disqualified and no marks awarded in the final Mark List.

The minimum qualifying Marks for inclusion in the Merit List is 60% of the Total Marks.

If for a location none of the candidate is able to fulfill the above criteria, then result will be declared as "NO SUITABLE CANDIDATE FOUND". The Corporation at its discretion may re-advertise.

ISSUANCE OF LETTER OF INTENT (LOI):

On completion of interviews, the DS RO would send the following documents to GM-I&C, HQO for obtaining approval for issuance of LOI to the first empaneled candidate (Selected Candidate):

- Covering Letter with details of location-wise number of application forms received, candidates eligible for interview, candidates rejected (along with reasons as per evaluation sheet) / date / place of interview / interview panel members / displaying the name of the Selected Candidate i.e. 1st ranked candidate on the merit list on the Notice Board on the same day.
- Location-wise / Candidate-wise Scrutiny Sheet, Interview Evaluation Sheet and Final Marks Sheet.

Basis above documents, GM-I&C will obtain approval of SBU Head for issuing LOI to the first empaneled (selected) candidate and communicate the approval to the concerned Regional Office.

After receiving approval / LOI format from DS HQO, the Head – Region will issue LOI to the first empaneled (selected) candidate.

FVC (FIELD VERIFICATION OF CREDENTIALS) AND LETTER OF APPOINTMENT (LOA):

FVC of the candidate announced as “**SELECTED**” from the Merit Panel will be carried out by the scrutiny committee.

The FVC will include the physical verification of the Aggregator requirements with respect to:

1. Land
2. Tank Truck
3. Office Space
4. Financial Documents, etc.
5. Any other documents, which may be required for Verification

The candidate is required to complete the following requirements within 90 days:

1. Installation of tankage for each product
2. Obtaining ownership / lease of Tank Truck
3. Obtaining Explosive License

The applicant may seek extension of 45 days from Head – Region for ownership and lease of tank truck / installation of tanks / obtaining explosive license only. In exceptional circumstances, CGM-I&C can extend basis the merit of the case, the time period to fulfil LOI terms by another 30 days.

The scrutiny committee will carry out field verification within 90 days from the date of issuance of LOI. This FVC will also include verification of the documents submitted along with the application form with the original documents. In case the selected candidate is not able to meet the requirements during field physical verifications or if it is found that the submitted documents along with the application are incorrect, the LOI of such candidate will be cancelled / withdrawn. After successful completion of FVC and receipt of security deposit, the letter of appointment (LOA) will be issued to the applicant (selected candidate) by the concerned Regional Office after approval from SBU Head, **and sign the Aggregator Agreement**. In case, a candidate is rejected at the FVC stage, the process will come to a closure post approval from SBU Head. DS SBU will start the process again by issuing the letter to second empaneled candidate.

COMMISSIONING OF THE POL AGGREGATORSHIP:

The Applicant, who is finally selected for the Aggregator, and completes all the formalities within stipulated time, will be issued a letter of appointment on submission of security deposit of Rs.5 Lakhs (no interest is payable against the security deposit). The candidate is expected to fulfill all LOI terms like Infrastructure / Manpower / Financial / Statutory / Other requirements such as Resignation letter along with acceptance from the employer or principal company within 90 days of the date of LOI.

In case LOI holder is unable to fulfil any of the LOI terms, within the stipulated period, the Regional Office would recommend for cancellation of the LOI for approval of SBU Head. In such cases, the security deposit of the candidate, from whom the LOI has been withdrawn, will be forfeited.

SECURITY DEPOSIT:

The selected candidate is required to submit interest free refundable Security Deposit of **Rs.5 Lakhs** to Hindustan Petroleum Corporation Limited, as stated in the advertisement, before issuance of Letter of Appointment (LOA) upon completion of all formalities subsequent to issuance of LOI. HPCL also reserves its right to adjust any dues from this amount at the time of resignation / termination. However, in case of termination of the Aggregator Agreement because of proven malpractice or due to non-performance to achieve sales target fixed by HPCL, the said Security Deposit will be forfeited.

TENURE OF AGGREGATORSHIP AGREEMENT:

The Aggregator Agreement will be for a period of 5 Years (including initial 1 year, which will be on *ad hoc* basis in order to assess the performance of the Aggregator, on performance standards as specified by HPCL from time to time). The agreement may be renewed for a further period of 5 years, basis the Aggregator fulfilling performance standards set by HPCL from time to time. In case the performance of the aggregator is not satisfactory as per the target / communication advised by HPCL, the agreement may be terminated in accordance with various clauses of the agreement.

EXPECTED SALES VOLUME:

POL Aggregator shall be given 6 months for stabilization of business in the market. HPCL shall fix the sales target for POL Aggregator. This target shall be reviewed and revised by HPCL annually based on market dynamics. HPCL at its discretion may consider termination of POL Aggregator agreement, in case the performance of POL Aggregator is not as per the sales targets fixed. This is applicable for location where the sales performance is not upto the mark.

GRIEVANCE REDRESSAL:

Any complaint received against the selection process will be redressed in the following manner:

- a) Complaints received within **15 days** of declaration of Selected Candidate shall only be considered for further investigation.
- b) Anonymous complaints shall be closed and filed without investigation with the approval of SBU Head.
- c) In case of complaints not substantiated, the complaint will be filed without investigation and the complainant will be advised accordingly.
- d) The complaints received within 15 days of declaration of merit list shall be put up to the SBU Head for necessary investigations / disposal as per the laid down Policy and Guidelines of HPCL.
- e) SBU Head, either in person or through nominated representative(s), would investigate the matter.
- f) During the investigations, if the complaint is found to be false and / or without substance, HPCL reserves the right to take action against the complainant as provided under the law.
- g) In case of established complaint, the complainant will be advised accordingly and HPCL will take appropriate corrective action.

GENERAL GUIDELINES FOR POL AGGREGATORSHIPS:

All Aggregatorships shall be broadly guided by but not limited to the following:

- a) Shall be governed by the existing guidelines with respect to documentation, computerization, **reconstitution (after new policy comes into vogue)** and relevant government / statutory laws, rules, etc. which shall be communicated to him / them from time to time.
- b) HPCL may expand / reduce the Area of operation of POL Aggregatorship depending on potential in the area, capability of Aggregator in terms of having adequate resources, capability, etc. to serve the customers in the expanded / reduced area.
- c) HPCL at its discretion can appoint additional Aggregator(s) in the same Area of operation and accordingly re-align the Area of operation of the existing Aggregator.
- d) **Visibility & Promotions:** The business requires sales promotion activities such as workshops / meetings, etc. with prospective and existing customers. All such activities should be carried out by the Aggregator either jointly with HPCL or independently at his / her / their own cost and expenses.

GENERAL CONDITIONS:

- i. The company reserves the right to cancel / withdraw / amend the advertisement for appointment of Aggregatorship or extend the due / last date at its sole discretion without assigning any reason.
- ii. The details provided in these selection guidelines are only for information and HPCL reserves the right to amend, modify, delete or add any terms and conditions at its sole discretion.
- iii. The content given in these selection guidelines should not be considered as policy document and cannot be legally quoted. HPCL shall be the final authority for giving any clarification or interpretation on the contents given in these selection guidelines, if need be and at its own discretion. HPCL cannot be held responsible for any loss or damage or consequences from misunderstanding or misinterpretation of the contents in these selection guidelines. HPCL may revise the contents of these selection guidelines from time to time without giving any notice.
- iv. Application(s) received after the cut-off date and time including postal delay, and those without accompanying valid documents including

application fee or incomplete in any respect will not be considered and no correspondence will be entertained by HPCL in such cases whatsoever.

- v. All affidavits have to be submitted in original along with the application.
- vi. In respect of all documents / certificates; only attested copies are to be attached along with the application. Originals of such documents / certificates have to be brought by the applicant at the time of interview. Failure to present the documents in original at the time of interview will result in cancellation of selection due to submission of false / unsupported information in documents.
- vii. If any statement made in the application or in the document enclosed therewith or subsequently in pursuance of the application by the candidate at any stage is found to be incorrect or false, the application is liable to be rejected without assigning any reason and in case the applicant has already been appointed as an Aggregator, the Aggregatorship is liable to be terminated. In such cases, the Aggregator shall have no claim whatsoever against HPCL.
- viii. Applicant selected for the aggregatorship will be a full time working aggregator.
- ix. The applicant should not be a family member of an employee of any Oil Marketing Company (OMC) as on date of the application. In relation to an OMC employee, definition of family is:
 - a. The wife or husband as the case may be of the employee, whether residing with him or not, but does not include a wife or husband as the case may be separated from the employee by a decree or order of a competent Court.
 - b. Sons or daughters or step-sons or step-daughters of the employee and wholly dependent on him / her, but does not include a child or step-child who is no longer in any way dependent on the employee or of whose custody the employee has been deprived by or under any law.
 - c. Any other person related whether by blood or marriage to the employee or to such employee's wife or husband and wholly dependent on such employee.
